

**4th Infantry Division & Fort Carson
Personnel – General**

Green Book Standards

**Headquarters, 4th Infantry Division
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UNCLASSIFIED

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COMMANDING GENERAL'S INTENT FOR THE "GREEN BOOK"

1. Purpose: To prescribe standards of conduct and discipline for all Soldiers assigned to the 4th Infantry Division and Fort Carson.
2. Key Tasks:
 - a. Everyone is expected to read the Green Book from cover to cover.
 - b. All Leaders will emulate and enforce the standards.
 - c. Unit Promotion Board MOIs will include the Green Book as a subject.
3. End State: Ivy Soldiers and Partner Units know and abide by the standards while in garrison, field training, operational deployments, or in combat.

Steadfast and Loyal!

PART ONE—GENERAL GUIDANCE

1. General Guidance.

a. Army Values. All Soldiers will follow the Army Values and apply them to everything they do, on and off duty.

b. “P Week” Methodology and Guidance. The P Week approach, which is consistent with FM 7-0, balances priorities, achieves predictability, and creates a sustainable pace for formations at echelon. High performing units do what they say they are going to do. 4ID Commander’s plan unit training, capture P Week levels on training schedules, and post P- Week calendars for maximum dissemination. The four P Weeks are P-1 (Train), P-2 (Recover), P-3 (Prepare), and P-4 (Block Leave/ Red Cycle). Leaders should minimize interference with time off.

c. Battle Buddy. The battle buddy team is a tradition that dates to the earliest of times and is the best system for looking out for one another. Leaders will ensure all newly assigned Soldiers are paired with an experienced Soldier from the individual’s team, squad, or section. Soldiers should always operate as a two-person team, on or off duty. The battle buddy does not replace newly assigned Soldier’s assigned sponsors. The system does not only apply to newly assigned Soldiers: this is applicable from the most senior to the most junior 4ID and Fort Carson Soldier.

d. Paper and Pen. Soldiers will always be prepared to take notes by always having paper and pen available (except during physical readiness training).

e. Daily Uniform. Company/Troop/Battery and Detachment 1SGs will set the daily Duty Uniform and ensure it is known throughout their formation. 1SGs will ensure they select the appropriate uniform based on the day’s tasks while mitigating risks associated with work and weather.

f. Judgment. All leaders are expected to exercise good judgment throughout the execution of all their duties. If a Commander’s decision veers from a known standard, the Commander should be able to tactically defend the reasons for making their decision, based on risk to force, risk to mission, and current and future weather conditions.

g. Daily Formation. At a minimum, Company/Battery/Troop will conduct muster formation for accountability—this is usually PT formation. Units may increase the number of formations throughout the day as necessary, e.g., close-out formation to conduct safety brief.

h. Leaders. All Leaders should reference Army Regulations and doctrine (ADP, FM, TC, etc.) when making decisions on anything that is not covered in this document. Base decisions on risk-to-force, risk-to-mission, and standing Army doctrine or policy. Leaders are encouraged to reference the most current doctrine at the Army Publishing Directorate at <https://armypubs.army.mil/>.

PART TWO—UNIFORM AND APPEARANCE

1. Personal Appearance Policies. All Soldiers will abide by AR 670-1 and DA PAM 670-1. Soldiers will present a professional image, both on and off duty. Pride in appearance includes physical fitness and adherence to acceptable weight standards in accordance with AR 600-9. **This section will cover the common uniform and appearance violations. Violation of the specific prohibitions and requirements set forth in this chapter may result in adverse administrative action and/or charges under the UCMJ.**

a. Male Grooming.

- The length of the hair at the top of the scalp will not exceed 2 inches and the sides of the head will not exceed 1 inch—tapered (For reference the width of a CAC is 2 inches).
- Hair coloring must be natural colors and must be applied in a blended, subtle manner.
- Braids-Twists-Locs-Cornrows are prohibited.
- Soldiers will not shape or cut designs into the hair or scalp.
- Nail length will be no longer than the edge of the fingertips.
- Cosmetics and earrings are prohibited.
- Soldiers are required to be clean-shaven while on duty.

b. Female Grooming.

- When wearing ponytails in uniform (ACUs and APFU's) the max length is 6 inches from the top of the collar. Ponytails are not allowed in service or dress uniforms.
- Braids, twists, locs, and cornrows can be in a ponytail or up to two braids. Braids cannot exceed 2 inches in width.
- Hair with short sides with long top: The length of the hair at the top of the scalp will not exceed 2 inches and the length of the hair at the sides of the head will not exceed 1 inch. Buns, braids, twists, ponytails are not allowed with this hair style. Soldiers will not shape or cut designs into the hair or scalp.
- Hair coloring must be natural colors and must be applied in a blended, subtle manner.
- Eyelash extensions or false eyelashes are not allowed, unless with a medical exemption.
- Makeup and semi-permanent make must be conservative application for even skin tone and natural complexion. Tattooed makeup is not allowed.
- Lipstick is not allowed. Soldiers can wear clear or skin-toned lip gloss.
- Nails will not exceed 1/4 inch with square or round shape. Only clear nail polish is allowed.
- Earring studs are permitted with the following conditions: one per earlobe, matching in appearance, plain in design, and not exceeding 1/4 inch in diameter. They are prohibited in field environments, during deployments, and when wearing physical training (PT) uniforms.

c. Electronic Devices. Soldiers WILL NOT walk and talk / text while in uniform. This applies to the use of a hands-free device or when the cell phone is in speaker mode. **Leaders will limit the use of electronic devices while training. During training events, focus needs to be on the task to be trained and not cell phones.** The Chain of Command will create Standard Operating Procedures (SOPs) to enforce/reinforce this

guidance. During physical training, the following rules apply:

- Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform only while performing individual physical readiness training in indoor gyms or fitness centers.
- Soldiers may also wear a solid black armband for electronic devices in the gym or fitness center.
- Soldiers may **NOT** wear headphones or armbands while in uniform and outdoors.
- Leaders may allow their formations to play music from a media device during organized static physical readiness training. Music may also be played in unit gyms which includes the area around beaver fit gyms and gyms in a box.
- Soldiers may **NOT** play music during runs, foot marches, or other outdoor on-the-move activities.
- Music will be played at a volume that does not interfere with other formations and will not contain profanity, degrading, or distasteful content.

d. **Hearing Protection.** All Soldiers will wear fitted non-linear hearing protection during all military training/operations involving high-frequency impulse noise that can cause injury to a Soldier's hearing.

e. **Eyewear.** The following rules apply to eyewear and contact lenses:

- Conservative civilian prescription eyeglasses are authorized for wear with all uniforms.
- Sunglasses are authorized for wear when in a garrison environment. However, the frame and lens color should match the OCP colors (gray, black, brown, or dark green).
- In field environments, Soldiers are only authorized to wear Authorized Protective Eyewear List (APEL) ballistic eye protection issued with Smoke/Tinted/Clear lenses. (Refer to the PEO Soldier Qualified products list at www.peosoldier.army.mil/equipment/eyewear/)
- Contact lenses that change the natural color of the eyes are prohibited while on duty.
- Contact lenses are NOT authorized in field conditions.

2. Utility Uniforms (Class C). All military uniforms will be worn IAW AR 670-1 and DA PAM 670-1. Leaders must understand the Mountain Post weather/environment and that temperatures may swing 50 degrees in a 12-hour period and must plan in advance. The Army Improved Hot Weather Combat Uniform (IHWCU) should not be worn in cold weather conditions IOT mitigate cold weather injuries. If worn off post, utility uniforms will be clean and serviceable. Soldiers will not wear utility uniforms off-post in any establishment which primarily serves alcohol. Under no circumstances will a Soldier consume alcohol off-post while in a utility uniform.

a. **Flight Suit.** The Army Aviation Combat Uniform (A2CU) is worn on duty when flying, on standby awaiting flight, or as directed by the 4CABcommander. A2CUs are not authorized for everyday wear in garrison or office environments. Sleeves will not be pushed or rolled. Personnel wearing the A2CU outside of the flight line will blouse the trousers.

b. **Combat Vehicle Crewman Uniform.** Soldiers may wear the combat vehicle crewman uniform on duty when prescribed by the commander for combat vehicle operations IAW CTA50-900 and unit SOPs. The combat vehicle crewman uniform is not intended for wear as an all-purpose uniform when other uniforms are more appropriate.

c. **Army Combat Shirt.** The Army Combat Shirt is authorized only during training events and must be

worn with name tape, unit patch, and subdued US Flag. The Army Combat Shirt will **NOT** be worn off post, in Warrior Restaurants, at Shoppettes, gas stations, the PX, the Commissary, or in any other business on the installation.

d. Headgear. Soldiers in uniform will wear appropriate headgear when outdoors except when it interferes with safety. When headgear is stored, it will not create a bulky appearance or protrude from any pocket. Wave caps, bandanas, etc. will not be authorized for wear underneath any headgear.

- **Patrol Cap.** The patrol cap will be worn straight on the head so that the cap band creates a straight line around the head, parallel to the ground. No alterations to the cap are authorized. The cap is worn so that no hair is visible on the forehead beneath the cap.
- **Beret.** The beret will be worn with the Army Service Uniform and utility uniform during ceremonies or special duties as required by the Commander or 1SG.
- **OCP Sun “Boonie” Hat.** The “boonie” hat may be worn at the discretion of the Commander or 1SG for training or while deployed. Soldiers will **NOT** wear the “boonie” outside of the unit or training areas.
- **Black/Coyote Brown Fleece Cap.** The fleece cap may be worn with OCP in Garrison, field, flight line, or on static guard duty when the ambient temperature, **to include wind chill, reaches 32 degrees**. Soldiers will wear the fleece cap snugly on the head; Soldiers will not roll the cap but can have one-fold. Note: Commander’s discretion will be used for long duration events, such as motorpool operations, field training, and Gate Guard operations in cold weather outside the prescribed temperature guidance listed above.
- **Neck Gaiter.** The neck gaiter is authorized and may be worn with the APFU and tactical uniforms when temperatures reach 32 degrees and below. Personnel operating military vehicles may wear neck gaiters when exposed to environmental conditions. It may be worn as a neck warmer, hood, or balaclava/mask. Neck gaiters will be removed when indoors.
- **Organizational Headgear (Stetson).** Battalion Commanders may substitute headgear with distinctive unit Organizational Headgear within the following guidelines: Individual purchase of Organizational Headgear must be voluntary and is authorized for units no smaller than Battalion or Squadron. Organizational Headgear will be worn only in the unit’s immediate area. The Cavalry Stetson will be black in color. A braided cord, rank, regimental or ordinary cavalry brass, and **THE CURRENT** Distinguished Unit Insignia will be worn on the Stetson.
- **Master Gunner Headgear.** Graduates of the Master Gunner Course who are serving in an authorized Master Gunner position may wear the black Master Gunner Ball Cap in their unit areas only. MG’s will not wear their ball caps in the field (to include in the tower during gunnery).

e. Cavalry Spurs. Spurs will be worn only in the unit’s immediate area or for special functions similar to Organizational headgear such as: unit dining-ins/outs, formal events, professional gatherings, and other events designated by the Squadron Commander. Under no circumstances will they be worn in AAFES, Commissary, or support agency facilities. Spurs may be worn when the Stetson is authorized.

f. Color Patches. At the discretion of the Brigade Commander, color patches may be worn for Changes of Command/Responsibility Ceremonies only.

- g. Cadre T-Shirts.** Professional programs (e.g., Pre-Ranger, STRYKER Operator Development Course, 168th RTI (NCO Academy), Spur Rides, Sapper) may wear a Cadre T-shirt approved by their Commander. The T-shirt will only be worn in the immediate area of that program or during program training/instruction. At no time will Cadre wear the approved T-Shirt at the Warrior Restaurants, Commissary, AAFES facilities, etc. Cadre will not place their OCP blouse over their Cadre T-Shirt when entering these facilities; they must replace it with a brown T-shirt.

3. Tactical Uniform. Leaders will use the three base line uniform configurations during field training exercises or combat operations. This standard ensures that units are optimally prepared for combat. How a unit looks makes an impression on friend and foe; the standard for all IVY Soldiers is to look like a professional, skilled, READY Warrior. Standards on wear, uniformity, and maintenance depend on leader involvement and inspections. The three configurations are the **IVY DUTY Uniform**, the **IVY LIGHT Uniform**, and the **IVY READY Uniform**.

- The only authorized patches while in uniform, regardless of configuration, is the 4ID patch, American Flag (color in garrison, subdued in field or combat operations), and combat patch.
- No unauthorized patches will be worn on the uniform, equipment, or kit to include body armor and backpacks/assault bags. Examples of unauthorized patches: State patches, political patches, sport team patches, blood type, call-sign patches, etc.
- Camouflage and face paint will be worn during training when appropriate. Commanders and 1SGs are encouraged to enforce the wearing of camouflage and face paint but must mitigate risk during cold weather conditions to assist with identification of cold weather injuries. There is no expectation that Soldiers wear face paint during the day, only to remove it at night when temperatures drop.

a. Personal Protective Equipment (PPE). All Soldiers should either have on their person or wear the following protective gear when appropriate:

- Ballistic Eye Protection (APEL approved only).
- Hearing Protection, ID card, ID Tags, and note taking material.
- Gloves (Black, Tan, or Olive in color)
- Knee pads or combat pant with integrated knee inserts, as directed by the commander or senior leadership—use common sense.
- Combat Application Tourniquet. While wearing the IVY READY Uniform, each Soldier is required to carry two tourniquets.
- PPE should be accessible and worn based on leader analysis of METT-TC.

b. Body Armor. Body armor must be worn fully secured, with all buckles, hook-and-loop fasteners, nametape, and rank properly affixed. Leaders will ensure that every Soldier carries an Individual First Aid Kit (IFAK), mounted on the body armor, FLC/TAP system, or sub belt system during training and combat operations. **Soldiers are only authorized to wear only the body armor issued to them** but may purchase a sub belt system if one is not issued.

c. Ballistic Protection. Many training events do not require ballistic protection (e.g., land navigation, foot marches) but live-fire training and collective training events with a tactical scenario and an opposing force do. When **full ballistic protection is required**, the minimum uniform requirements consist of standard field uniform (combat helmet, earplugs, ballistic eyewear, protective gloves) plus

base body armor. During live fire training, deployments, or when directed, Soldiers will be issued and wear front, back, and side SAPI/ESAPI ballistic plates. **Commercial body armor and plate carriers are not authorized for wear.**

d. Combat Helmet. The ACH/ECH/IHPS helmet will be complete with OCP cover and NVG mount. The ACH requires a helmet band with last name sewn on. Soldiers who have been issued the Integrated Head Protection System (IHPS) helmet do not require a helmet band. 4ID Soldiers will affix the 4ID Patch centered on the left side of the helmet cover as worn (regardless of helmet type). **Commercial (lowcut/OPSCORE) helmets are NOT authorized.**

e. Ivy Uniform Configurations. The authorized approving authority to change a uniform standard within the Green Book is the Battalion Commander based on mission variables. For example, a Battalion Commander can authorize the removal of body armor or specific ballistic plates.

f. Heat Mitigation. Battalion Commander can authorize the standard uniform configurations for heat mitigation measures:

- Unblouse boots
- Roll pant sleeves up with two rolls
- Roll arm sleeves up with two rolls

- **IVY DUTY Uniform.** The uniform will be a clean and serviceable OCP uniform with name tape, US Army tape, rank, colored cloth flag, and SSI. Approved, authorized, or issued boots only. Clean, serviceable patrol cap with rank and name tape. Brown T-Shirt, brown belt, ID card, ID tags, paper, and writing instrument. **In garrison, Soldiers will not cuff sleeves.** While training or in field conditions, the sleeves may be down and cuffed inside the coat no more than two rolls.



- **IVY LIGHT Uniform.** Same as the IVY DUTY Uniform with the following additions: no skill badges will be worn in the IVY LIGHT Uniform unless sewn on; clean, serviceable combat helmet, approved eye protection, approved hearing protection, approved gloves, FLC/TAP worn IAW BDE/BN SOPs, knee and elbow pads (when applicable), personal hydration system, camouflage flag, and issued tourniquets and IFAK.



- **IVY READY Uniform.** Same as IVY LIGHT Uniform to include body armor with ESAPI ballistic plates. FLC/TAP is not required to be worn with body armor if the Soldier has appropriate pouches to attach to body armor. Tourniquets and IFAK must be worn with the IVY READY Uniform. Crew uniforms for 4CAB and 3ABCT will be outlined in their BDE SOP.



4. Physical Readiness Training.

a. General. All 4ID and Fort Carson Soldiers will conduct Physical Readiness Training (PRT) when in garrison Monday through Friday from 0630-0800 (PRT may end prior to 0800). Leaders conduct PRT as a group and with their respective formations. Command teams may conduct PRT as a team or split to cover their formations. No activities will interfere with scheduled PRT sessions without approval from the Battalion Commander. The first formation of the day allows leaders to teach, train, mentor, and build discipline in our ranks. The Battalion Commander is the approval authority for 1) off-installation PRT activities, and 2) any PRT starting before 0630 and beyond 0800. Leaders must allow for adequate Soldier recovery time, including personal hygiene and nutrition. If Soldiers' duties prevent them from conducting PRT during these hours, commanders will establish PRT at an alternate time during the duty day.

b. Uniform. Soldiers are expected to uphold a professional image and represent the Army appropriately when wearing the Army Physical Fitness Uniform (APFU), whether in full or partial configuration. The APFU, or ACU(OCP), is the only authorized uniform in on-post fitness centers from 0630-0730. APFU is not authorized for wear in the PX, Commissary, or other facilities as posted by facility managers. Soldiers may visit the AAFES Shoppette in AFPU.

c. Foot March. The authorized uniform for conditioning foot marches, AKA ruck marching, is the IVY Duty (with or without headgear, but all Soldiers will be in the same uniform), IVY Light, or IVY Ready. At no time will units conduct conditioning foot marches in the APFU. Units are encouraged to incorporate guidance on foot marches within their respective SOPs.

d. P3T. Pregnancy and Postpartum Performance Training Program is designed to maintain health and fitness levels of Soldiers during pregnancy and assist them in returning safely to physical activity postpartum. P3T is a MANDATORY Program.

- **Enrollment.** Soldiers are encouraged to notify their Chain of Command upon confirmation of pregnancy if they intend to carry to term. They MUST notify the Chain of Command NLT 20 weeks of gestation. Commanders will have 7 days to counsel and enroll the Soldier into the P3T program upon notification. Once profiled and enrolled, Soldiers will attend P3T as their place of duty in place of regular unit physical training for the duration of their pregnancy. Soldiers will be placed on a pregnancy profile NLT 20 weeks through 45 days postpartum. Soldiers are exempt from meeting AR 600-9 body composition standards and AFT requirements for 365 days after termination of pregnancy.
- **Disenrollment.** Soldiers are required to participate in the P3T program for at least 180 days postpartum but are encouraged to participate for up to (but no more than) 365 days postpartum to ensure they are prepared to meet AFT and Army body composition standards. If a Soldier requests to be disenrolled from P3T prior to 180 days postpartum, or in accordance with childbirth and perinatal loss guidance, they must do so in consultation with a health care provider to provide a signed medical release to the program lead, Soldiers must pass a diagnostic AFT and close out the Commander's enrollment counseling.

e. Remedial Programs. Soldiers exceeding body composition limits and/or failing AFT standards will be placed in remedial programs; those not demonstrating adequate progress will be subject to administrative measures to include processing for administrative separation. Remedial Programs will be managed at the Unit level.

f. Unit T-Shirts and Sweatshirts. Commanders may substitute a distinctive unit t-shirt or sweatshirt for the APFU t-shirt or jacket within the following guidelines:

- Individual purchase must be voluntary.
- Logos must be in good taste, with no profanity or lewd images.
- BN CDRs may authorize Hooded Sweatshirts; however, the hood and pockets may not be used during training.
- Unit T-shirts and sweatshirts are authorized for units no smaller than Company/Battery/Troop.

5. Off-Duty Appearance. High standards of appearance should carry over into your selection of civilian attire. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. While off duty, Soldiers may dress casually and comfortably.

a. Civilian Clothing. On occasion, we conduct unit events where civilian clothing serves as the prescribed uniform. We will use the following guidelines (unisex). When appropriate for training or outdoor activities Soldiers may wear casual slacks, denim, or field pants with collared shirt and activity-appropriate street or hiking/trail style shoes. For informal events, gatherings, and social calls, pants, shorts, skirts, or dress (mid-thigh or lower), tasteful shirt / jacket, and shoes/sandals based on temperature. No midriffs, tube, skin-tight, or sleeveless tops.

b. Warrior Restaurants. Soldiers and visitors will not wear hats or sleeveless shirts. Headphones will be removed in the serving line while ordering meals.

c. On-Post Facilities. While visiting on-post support activities, agencies, work areas, and public areas, Soldiers will wear appropriate attire.

- Clothes with obscene, slanderous, or vulgar words or drawings, or items which make disparaging comments are not authorized on Fort Carson.
- Cut-off jeans or garments which expose any part of the buttocks, or any see-through garments normally worn as undergarments are prohibited.
- Except where footwear is not appropriate (e.g., swimming pools), bare feet are not authorized on the installation.
- Soldiers are required to always carry their Military ID Cards on the installation, whether on or off duty.

PART THREE—PERSONAL CONDUCT

1. Fort Carson Conduct. You are expected to carry out your duties and to conduct yourself properly on and off-duty by living the Army Values, the Soldiers' Creed, and representing your Unit with pride. There are civil laws which pertain to all citizens, Soldiers included, and you must obey these laws. You will use professional language in public and common areas on and off the installation. Profanity and inappropriate language are prohibited in common areas.

Soldiers will demonstrate appropriate respect for all civilian authorities on and off the installation.

Leaders are required to conduct daily in person accountability which consists of a form of inspection (uniform, grooming standard, or piece of equipment). Leaders are also expected to discuss Army and Division standards and life events to remain involved with their subordinate's life.

a. Intra-Unit Intimate Relationships. Soldiers are discouraged from engaging in intimate relationships with other members of the same small unit (staff section or company-sized element). Such relationships may cause real or perceived issues with good order and discipline in the harsh, isolated conditions of combat. This provision is not a supplement to AR 600-20.

- a. An intimate relationship is defined as a romantic, sexual, or dating relationship.
- b. If a relationship develops, both Soldiers should immediately inform their chain of command.
- c. Soldiers may request transfer to a different company-sized unit or staff section to pursue an intimate relationship. Commanders will consider such requests and weigh them against the interests of unit readiness and mission accomplishment.

b. Drugs. Possession or use of any controlled substance without a valid prescription or use of prescription drugs intended for another person is illegal. Other substances (including, but not limited to, "spice", CBD oil) deemed illegal by the Federal Drug Enforcement Administration, State of Colorado, or Department of Defense are prohibited. Despite the Colorado amendment to legalize marijuana, wrongful use or possession of marijuana on a federal installation is a violation of federal law. Federal law continues to prohibit the use of marijuana anywhere on post. This applies to Family members of servicemembers who live or work on post as well as those visiting.

c. Use of Alcohol. 4ID and Fort Carson personnel or any personnel conducting military duties on the Fort Carson Military Reservation will not consume alcohol beverages while on duty. A standard duty day concludes at 1700 hours unless otherwise directed by the unit commander or staff section director (O5 or above).

d. Smoking / Vaping. Smoking and vaping use of any kind is prohibited in all government buildings. Smoking and vaping are prohibited in unit motor pools/parks, military tentage, and government-owned vehicles. Unit commanders are encouraged to establish "smoking areas" inside of their unit footprints.

e. Off Duty Employment. All active-duty personnel are prohibited from engaging in off-duty employment (AKA moonlighting) without their Company, Troop, Battery Commander's approval.

f. Online Conduct. It is important that all Soldiers know that when they are logged on to social media platform, they still represent the U.S. Army. Soldiers using social media must abide by the UCMJ at all times, even when off duty. Commenting, posting and linking to

material that violates the UCMJ or Basic rules of Soldier conduct are prohibited, along with talking negatively about supervisors or releasing sensitive information. Reference DoDI 5400.17, section 8 and DoDI 1325.06 for more information.

g. Political Endorsement / Activities. Soldiers will abstain from partisan/political endorsement while on duty. Political displays (e.g., signs, flags) are forbidden on Fort Carson. Additionally, Soldiers have a responsibility to avoid engaging in activities that associate the Department of Defense with any partisan political campaign, election, candidate, cause or issue. Soldiers are individually responsible for understanding the restrictions imposed by DoD Directive 1344.10.

2. Off-Limits Establishments. Individuals are prohibited from entering off-limits or restricted areas without proper authorization. A current list of these areas is available on the Fort Carson website under "Policy Letters". The Off-Limits Establishments Memorandum will be visibly posted at all Charge of Quarters (CQ) and Staff Duty desks.

3. Military Courtesy. Various forms of courtesy have become military customs and traditions. It is important to render these courtesies correctly.

a. Saluting. Soldiers will salute in garrison unless instructed otherwise. Subordinates will always salute or render the greeting "STEADFAST AND LOYAL" with the response of "ALWAYS!"

b. Reveille, Retreat, and National Anthem. Service members (on or off duty, in or out of uniform) are expected to render proper honors during Reveille, Retreat, and the National Anthem IAW AR 600-25.

4. Barracks and Housing.

a. Barracks Checks. Commanders will establish unit SOPs to enforce leadership involvement in the health and welfare of their Soldiers. At the minimum SOPs will contain the following guidance:

b. 1SGs/Barracks NCOs/Facility Managers: 1SGs are overall responsible for managing the assignment/termination of barracks rooms and will have eMH access. Barracks/Facility Managers assist 1SGs in this process to include monitoring work orders submitted through ArMA.

a. Initial. Squad Leaders or Platoon Sergeants will conduct a joint move-in inspection with all newly assigned Soldiers to ensure accountability of furniture, cleanliness and serviceability of the room. The leader will assist the Soldier identifying pre-existing damage to room or appliances, explaining the work orders process, submitting work orders to repair or replace furniture/appliances, and provide a detailed "Leader's Brief" on expectation for conduct, standards, and cleanliness of room, common areas, and around the building.

b. Leadership Presence. Leaders will check their Soldier's room regularly to identify deficiencies, functionality, cleanliness, security, and overall safety of all rooms. Leaders are required to conduct checks a minimum of once per week. Units can increase leader checks as needed for good order and discipline.

c. Termination. Squad leaders or Platoon Sergeants will conduct a joint move-out inspection with all departing Soldiers. The Goal is to ensure that all rooms are maintained within the highest level of accountability, cleanliness, and serviceability.

d. Health and Welfare Inspections. These are scheduled inspections geared to ensure the security, military fitness, or good order and discipline of the unit. Inspections must be conducted in a reasonable fashion and may utilize any reasonable natural or technological aid.

e. Room Standards. Soldiers may arrange and decorate their rooms within the limits of good taste and IAW with Army Values. However, posters or displays that threaten good order and discipline are not authorized (e.g., displays of nudity, alcohol glorification, racist, extremist, violent gangs). Rooms must comply with health and safety regulations. Soldiers may use civilian furniture. Soldiers may have and use microwave ovens, telephones, civilian blankets, and other comforts. Barracks residents will maintain common areas.

f. Pets. Pets (animals) of any type are forbidden in the barracks. This restriction is based on consideration for roommates, disposition, care upon deployment, and humane care for pets.

c. Gender-Based Consolidation in Barracks. Battalion Commanders will make every effort to consolidate Soldiers of the same gender under their command into one barracks building within the battalion footprint. While barracks buildings may be mixed gender, where feasible female Soldiers will not be housed on the same floor as male Soldiers. All Soldiers will have roommates whenever possible. This provision does not apply to field or deployed environments and is not intended to impact our fully integrated work environment.

d. Overnight Visitation. Outside of official duties, Soldiers will not be in another Soldier's room nor have an unauthorized individual in their room in the barracks between the hours of 0000 and 0700. Command teams will conduct command visits as required to maintain good order and discipline in the barracks. Visitors are not allowed to spend the night, live in the barracks, or abuse the visitation privileges. Soldiers residing in the barracks may have visitors in their rooms from 1700 until 2200 on Duty Days and 1200 until 2400 on Non-Duty Days. Visitation is a privilege not a right and it may be revoked. Charge of Quarters will check visitor IDs and maintain a visitor log.

e. Alcohol Possession Limits. Soldiers over the age of 21 who live in the barracks are authorized to possess no more than 144 oz. of beer equal to a standard 12 pack, 1,500 ml of wine equal to two standard bottles, or 750 ml of spirits equal to a metric fifth of liquor. Soldiers are not permitted to store alcohol for any other person. Soldiers under the age of 21 are prohibited from possessing any amount of alcohol.

f. Minors. Commanders will ensure that Soldiers residing in the Barracks understand Fort Carson Regulation regarding Minors and dependents in the barracks.

g. Unit Standard Operating Procedures (SOPs). All units will develop Barracks and Housing SOPs that discuss Barracks and Housing responsibilities in further detail. These SOPs will be present at all Staff Duty and Charge of Quarters locations, to include posting within unit areas for all Soldiers to read. Within this SOP, the process to dispose of bulk trash within the unit's area of responsibility will be defined.

5. Sponsorship. Effective sponsorship has a direct and significant impact on unit readiness. Ensuring proper sponsorship occurs both prior to, and upon arrival, will significantly improve unit readiness. Battalion and Brigade Commanders will appoint a Unit Sponsorship Coordinator (primary and alternate) to manage this process. Every incoming Soldier and Family will receive a unit sponsor to ensure that they are properly **Welcomed** to the Installation, provided with all necessary **Accurate** contact information, and receive **Reliable** information prior to and after their arrival. Command Teams will ensure the Sponsor's responsibilities are clearly outlined.

PART FOUR—SAFETY & PROTECTING THE FORCE

1. Safety and Protecting the Force. This is everyone's responsibility. Failure to adhere to safety standards, under particular factual circumstances, could be addressed, at the appropriate echelon of command, as dereliction of duty under Art. 92, UCMJ, and potentially result in the issuance of unfavorable information, non-judicial punishment, adverse administrative action, or court-martial.

a. Battalion Staff Duty Requirements. All units will use a DA Form 6 for all Staff Duty and Charge of Quarters Duties maintained by the Operations Sergeant Major. The roster will be released at least 30 days in advance of 24-hour duty. The SDNCO/SDO on duty will be held accountable for all incidents that occur during their tour of duty. They will remain alert, diligent, and active during the entire tour of duty. All company Charge of Quarters will be in the rank of Corporal or above. All Battalion Staff NCOs must hold the rank of Sergeant promotable or Staff Sergeant. The Staff Duty Officer will be a warrant officer or Lieutenant. Exceptions to this requirement are authorized only when a Rear Detachment is established. All activities will be logged on to a DA Form 1594. Staff Duty/Charge of Quarters NCO will conduct regular checks in each barracks and place special emphasis during high-risk hours, 2100 to 0400. **Staff Duty/Charge of Quarters NCOs are responsible for the functionality, safety, security, and cleanliness of their unit's assigned footprint and facilities.**

b. Privately Owned Vehicles. Soldiers and DoD civilians will not display obscene, racist, or offensive messages prejudicial to good order and discipline in or on their vehicles.

c. Tactical Vehicles. Soldiers will wear appropriate PPE when riding in tactical vehicles. At a minimum, Soldiers will wear the appropriate helmet, eye protection, and approved gloves. **All occupants will wear the provided vehicle restraints (seat belt, harnesses, safety tether, etc.).** Soldiers riding in the back of a troop carrier will utilize the troop strap. Tactical vehicles are prohibited in Shoppette, PX, Commissary, Burger King, or similar parking lots regardless of length of time.

d. Loud Noise. If the sound system can be heard at a distance of 25 feet or more from the vehicle with all the vehicle's windows closed, it is considered at an excessive volume and must be turned down. 4th Infantry Division quiet hours are between 2200-0630 daily.

e. Motorcycle. All Soldiers operating a Motorcycle on, and off post will abide by the guidance provided in Fort Carson CG Policy Letter 7 (Motorcycle Safety Policy).

f. Privately Owned Weapons. All Fort Carson DoD personnel, including their dependents, and any person entering Fort Carson will register and maintain their weapon(s) within 72hrs, IAW AR 190-11, and FC Regulation 190-4, Chapter 2, (Firearms, Weapons, Explosives, and Fireworks). Violators are subject to punitive measures by the Commanding General.

g. Safety Briefings and Discussion. Leaders must conduct safety briefings and engage one-on-one with Soldiers about their off-duty plans. They should be aware of, support, and personally discuss these plans. Briefings are required before weekends, holidays, monthly by commanders, prior to leave, TDY, or pass, and during extreme weather.

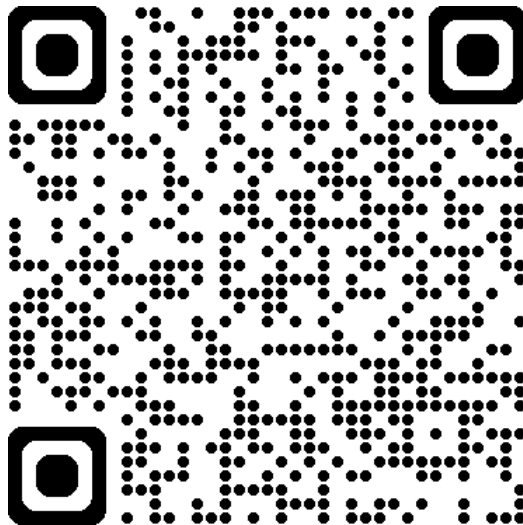
PART FIVE- RESOURCES

My Army Post App (MAPA)



The advertisement features two smartphones. The background phone displays a "Welcome to USAG Italy" screen with a list of services: Active Duty, Active Duty, Contract, DA Civilian, The Garrison, and Community. The foreground phone displays a weather and air quality screen with "Air Quality Moderate 74 AQI", "54°F", "2 mph Wind", "Clear", "54% Humidity", "Emergency numbers", and a "Saved Events" section with "Del Din Pool Opens! February 3, 2025". To the right, the text "AVAILABLE NOW" is above "MY ARMY POST APP" in large bold letters. Below this, a list of features includes "Installation Services", "Gate Hours", "Community Events", "Important Notifications", and "Newcomers Information". Logos for USAG Italy, MWR, and the Army are at the top right. At the bottom right are the Google Play and App Store download buttons, a QR code, and the app's star icon.

CARES



<https://home.army.mil/carson/my-fort/carson-cares>

4th Infantry Division March

“Steadfast and loyal,
We’re fit to fight!
The nation’s finest Soldiers,
Keep liberty’s light.
Our Soldiers ROAR for freedom,
We’re fit for any test.
The mighty 4th Division...
America’s best!”

**U.S. ARMY
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